



Parents' Guide to CKS Communications

Christ the King School publishes parent resources in a number of locations and media. Documents, such as form, parent/student handbooks, and newsletters may be posted to multiple of these locations. Below is a rundown of where you can find information relevant to CKS parents.

School Website

Parents page (<https://www.ckslex.org/parents/>) - includes:

- re-enrollment information
- academic calendars
- monthly lunch menu
- EDP/Aftercare documents
- carline (drop-off/pick-up) diagrams and videos
- parent/student handbooks
- volunteering information
- annual reports
- uniform information
- FACTS SIS/RenWeb tips
- other useful information

FACTS SIS Family Portal / FACTS Family App

Our student information system, which serves as a hub for academic-related information for our students, with other resources for students and parents:

- School calendar and announcements
- Student schedules, gradebook, report cards, and homework
- Lunch menu and online lunch balance prepayment
- School directory (families and staff)
- Web Forms, such as demographic information updates and some permission slips
- Resource Documents - a repository of documents and information also found on the Parents page of the website

ParentComm Emails and Parent Alerts

Correspondence sent through FACTS SIS/RenWeb can come via email or text message:

- School-wide correspondence, such as publication of the link to our weekly News Notes issue, typically comes from our special, no-reply Parent Communications email address, **parentcomm@ckslex.org** (adding this address to your “allow” list can prevent those messages from going to your spam folder). Replies you send to this address are *not* checked frequently, and will yield an auto-reply message to that effect if you do reply to one of those messages. Occasionally, PTO or homeroom parent correspondence may be sent from this address.
- Parent alerts may be sent via text to the cell number we have on file for you in FACTS SIS/RenWeb. Such alerts may relate to school closures due to weather, or other emergency situations that need your immediate attention. **NOTE: If you have opted out of text alerts via your Family Portal/ParentsWeb account, you will not receive these alerts.**

Teacher Emails

Teachers often send classroom newsletters and other correspondence directly to parents and/or students.

News Notes

Our weekly publication of school-related information, sent as a link through our ParentComm account, which may include:

- flyers for upcoming school events or extracurricular opportunities
- occasional topical messages from the Principal or other administrators, such as the Dean of Students or the Guidance Counselor
- flyers or information related to faith-related programs offered at the Cathedral
- opportunities and news from Lexington Catholic High School
- a list of upcoming events or important dates
- contact information for administrators and other staff.

Facebook, Instagram, other Social Media

CKS publicly shares photos and videos of happenings throughout the school. Several classrooms host closed Facebook groups that are monitored by administration and teachers to share classroom happenings.

Facebook (school): <https://www.facebook.com/ctkschoolky>

Facebook (CKS alumni): <https://www.facebook.com/CKSAlumni/>

Instagram (school): <https://www.instagram.com/ckslex/>